

HR-030-010 Conduct Preboarding

As DHR/Agency, I want

- To initiate onboarding checklist for manager and candidate
- To edit and modify onboarding checklists
- To view manager's and candidate's pre-boarding assigned tasks
- To modify and complete new hire record
- To be notified when onboarding checklists have been completed
- To be able to view status of onboarding checklists completion
- To be able to update start date
- To prepare rejection notification and manage position requisition if candidate rejects offer

As Manager, I want

- To be notified when onboarding checklist has been received
- To be able to view my own onboarding checklist and candidate's
- To be able to coordinate assets and access for employee
- To be notified if candidate rejects offer

As Candidate I want

- To be able to view tasks
- To be able to complete assigned tasks
- To be able to reject offer
- To be able to change start date
- To be able to view contact information for task questions

HR-030-020 Manage Day 1 Activities

As an Employee, I want

- To know where to meet my manager on day one
- To review, edit, submit, or ask questions about the tasks being assigned
- Training on how to view/how to use Infor
- My Infor ID and access/login
- To know what documents to bring
- To know where to park
- To know who the appropriate properties are to ask questions
- To know how to upload my documents (ex. I-9, direct deposit, etc.)
- To be able to review state and agency policies
- To know when I will receive my first paycheck (what is the pay schedule...)

As Manager, I want

- To be able to designate another point of contact for the employee on their first day
- To be able to review my employee's task completion status

- To be able to respond or answer the employee's questions
- Know how to help my employee log in and how to use Infor
- To be able to add or update tasks
- To know where tasks are being assigned and by who
- To be notified when the tasks are completed
- Send notification to agency welcoming new employee

As DHR/Agency, I want

- To be able to review my employee's task completion status
- To be able to respond or answer the employee's questions
- Know how to help my employee log in and how to use Infor
- To be able to add or update tasks
- To know where tasks are being assigned and by who
- To be able to validate submitted documentation
- To be able to upload documentation
- To be able to update dates
- To be able to update employee profile information
- To be able to return tasks to the employee for additional information
- To be able to manually enter paperwork for an employee
- To be able to comment on the updated start date
- To be notified if the task is ready for validation
- To collect and update employee profiles
- Send notification to agency welcoming new employee

As Agency Leadership, I want

- To view day one activity status
- To be able to view percentage completion
- To be able to see start dates across the agencies

As Support Services, I want

- To receive tasks to assist with completing day one activities (ex. Parking passes, IT Access, badges, P-Card, WEX Pins)